Bulletin Number	44832BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	GEOGRAPHIC INFORMATION SYSTEMS ANALYST
Exam Number	R4413A
Filing Type	Standard
Filing Start Date	09-Oct-2014
Filing End Date	23-Oct-2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	5492.64
Salary Maximum	6823.36
Position/Program Information	Performs a variety of professional duties in support of County and departmental geographic information systems (GIS) databases and GIS capabilities; generates custom and standard maps, spatial analyses and other GIS products to meet customer requirements; utilizes GIS tools and utilities to convert data to GIS formats and performs data quality checking and correction.
Essential Job Functions	Formats and generates a variety of GIS products including standard and custom maps and map series, standard map templates, shape files, graphics, tables and reports; performs data searches and retrievals.
	Extracts and organizes data and performs quality control operations to ensure the accuracy and completeness of all data; researches source documents and/or coordinates with others to resolve missing or conflicting data and other anomalies.
	Establishes map area and develops symbology, including thematic and category symbols; uses cartographic and design principles to include legends, insets and reference information.
	Overlays maps over aerial imagery to produce custom products and verify and correct geospatial data.
	Performs standard spatial analyses such as buffering, spatial overlays and distance calculations using established methods and procedures.
	Maintains and updates geospatial databases; extracts, cleans, adjusts and converts data and information from non-GIS systems into GIS formats; converts addresses into GIS formats using geocoding routines.
	Researches and corrects problems with data using spatial and logical analyses; researches and verifies legal descriptions and boundaries; uses scripts, queries and

other tools to obtain and/or correct missing or incorrect spatial and attribute data.

Converts spatial data from one coordinate system to another, using basic geodetic principles; geo-references digital maps to align with real ground locations, using survey monument, GPS and other data as controls; processes, loads, reviews and updates data in GIS database layers; imports database updates.

Participates in developing and implementing queries, scripts and instructions of moderate difficulty.

Assists in the design, development, testing and implementation of GIS applications of routine to moderate difficulty to meet customer needs and enterprise requirements.

Operates GIS-specific hardware including large format plotters and scanners.

Collect field data using GPS or other equipment as needed; Assist in training and mentoring newer GIS staff members as needed.

Requirements	*MINIMUM REQUIREMENTS:*

Option 1

A Bachelor's degree from an accredited college or university* with a major in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - either satisfactory completion of a GIS internship or at least six months of experience in the uses and operations of geographic information systems.

Option 2

An Associate's degree from an accredited college or university* in geographic information systems, GIScience, geography or a field requiring at least 18 semester units of equivalent coursework in geographic information systems - AND - three (3) years of experience performing technical duties in support of geographic information systems using standard GIS tools to populate and manipulate GIS databases and generate GIS products.

Successful completion of a County recognized GIS certificate program requiring at least 18 semester units of coursework may be substituted for the required education.

Option 3

Two (2) years of experience using standard GIS tools and utilities to enter and correct data in GIS databases and provide other technical support for GIS systems and generate GIS products at the level of County of Los Angeles GIS Technician II.**

Option 4

A Master's degree or higher from an accredited college or university* in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems.

Physical Class	**Physical Class II –** Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s)	

Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	** Experience at the level of Geographic Information Systems Technician II is described as a variety of routine to moderately difficult technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; uses standard GIS tools and generates standard GIS products; performs quality control reviews of the work performed by other GIS Technicians, serves as a technical resource to lower level technicians and may provide work guidance and direction.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. EXPERIENCE PERFORMING DUTIES THAT APPLICANTS BELIEVE ARE INCONSISTENT WITH THEIR OFFICIAL PAYROLL TITLE WILL BE EVALUATED FOR THIS EXAMINATION; ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Withhold Information

Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS. THEREFORE, THEIR APPLICATIONS WILL NOT BE ACCEPTED.

Accreditation Information	*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the

Association of International Credential Evaluators, Inc. (AICE).

In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

Examination Content	This examination will consist of two (2) parts:

PART I: A written test weighted 60% that contains both computerized and paper-and pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression, Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least 12 months.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II).

PART II: A structured interview weighted 40%. The interview will assess Professional/Technical Knowledge, Oral Communication, and Work Habits.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list. Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at: http://hr.lacounty.gov. Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to

the following website: http://service.shl.com/shl-on-demandcandidates/index.php?action=showEntry&data=1444. While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information	The resulting eligible list will be used to fill vacancies throughout the County.
Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible list for a period of six (6) months following the date of the first promulgation.
Available Shift	Any
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:
• Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
• Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing. |
| **County of Los Angeles Information** | **View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations. |
| **Application and Filing Information** | APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the tab that reads "Apply to Job". You can also track the status |

of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application by the time filing closes. All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Please fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Please provide any relevant education, training, and experience in the spaces provided so your qualifications can be evaluated. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Department Contact Name	Jeremiah McFarland
Department Contact Phone	213-738-2084
Department Contact Email	jmcfarland@hr.lacounty.gov
ADA Coordinator Phone	213-738-2037
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922

Bulletin Number	44858BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	GEOGRAPHIC INFORMATION SYSTEMS MANAGER I
Exam Number	R4417A
Filing Type	Standard
Filing Start Date	09-Oct-2014
Filing End Date	23-Oct-2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	7869.50
Salary Maximum	11911.12
Special Salary Information	**Management Appraisal of Performance Plan (MAPP):** This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Position/Program Information	Manages a section responsible for developing and maintaining geospatial data layers and databases and provides geographic information systems (GIS) products and services to meet departmental operational requirements and customer needs; serves as technical resource for departmental managers on the uses of GIS technologies for enhanced business efficiencies.
Essential Job Functions	Performs spatial analyses such as buffering, spatial overlays and distance calculations using established methods and procedures.

Writes reports and prepares custom maps and other GIS products.

Plans, organizes, supervises, manages and evaluates the work of the assigned section; with staff, develops, implements and monitors work plans to achieve goals and objectives and to ensure adherence to standards.

Contributes to the development of the division/section budget and monitors expenditures against budget.

Participates in the development, implementation and evaluation of departmental goals and objectives.

Serves as a technical resource to departmental managers and provides highly professional advice to users on the design and uses of GIS technologies and products that will enhance efficiency and effectiveness of business processes.

Meets with users to establish specific requirements and priorities; develops billing cost estimates for customer product and service requests. |

Supervises and manages development and maintenance of geospatial data layers and databases to meet high standards for completeness, accuracy and utility; supervises and participates in quality control checks of data conversion from non-GIS formats into GIS data; supervises and coordinates the production of standard maps and other products to meet on-going and ad-hoc business and customer information needs.

Creates and uses queries and scripts to identify, analyze and correct spatial and attribute data; oversees and coordinates the processing and loading of GIS data.

Reviews the work of staff to ensure requirements and standards have been met; reviews GIS products for accuracy, completeness and aesthetics and for compliance with customer requirements.

Coordinates the delivery of services and sharing of data with other departments and outside entities.

Leads and participates in the design and development of GIS applications and tools to automate processes and facilitate analyses and reporting; participates in and serve as project manager in the design, development, modification, enhancement and upgrading of applications and databases as needed to provide mapping and other GIS services.

Performs complex technical work associated with projects and on-going assignments; manages, maintains and administers GIS databases to ensure integrity, completeness, accuracy and accessibility.

Guides and mentors GIS professional and technical staff; develops procedural manuals and technical guides; conducts technical training for GIS staff and other users.

Participate in the preparation and evaluation of proposals, bids, contracts and service agreements for GIS software, equipment and consulting services as needed.

Serve on committees and advisory groups as needed to foster cooperation and ensure consistent practices for storage and sharing of geospatial data.

Requirements

MINIMUM REQUIREMENTS:

Option 1

Two years of experience performing GIS data analysis, database maintenance and/or GIS application development projects and assignments at the level of Principal GIS Analyst*.

Option 2

Three years of experience performing highly complex professional duties focused on large-scale GIS application and database projects and GIS map and product development assignments.

Option 3

A Bachelor's degree from an accredited college or university** with a major in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - at least five years of experience in the uses and operations of geographic information systems, including two years of experience performing GIS data analysis, database management and/or GIS application development projects and assignments. A Master's degree in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems may be substituted for two years of the required experience.

Physical Class	**Physical Class II –** Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	*Experience at the level of GIS Specialist is described as functioning as technical expert and serving as project manager and/or technical team lead in design, development, testing, implementation and maintenance of large-scale County-wide and/or departmental Geographic Information Systems (GIS) applications, tools, backend processing modules and associated data layers and databases.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. EXPERIENCE PERFORMING DUTIES THAT APPLICANTS BELIEVE ARE INCONSISTENT WITH THEIR OFFICIAL PAYROLL TITLE WILL BE EVALUATED FOR THIS EXAMINATION; ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Withhold Information

Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS. THEREFORE, THEIR APPLICATIONS WILL NOT BE ACCEPTED

Accreditation Information	**Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the

Association of International Credential Evaluators, Inc. (AICE).

In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

Examination Content	This examination will consist of two (2) parts:

PART I: A computerized written test weighted 40% covering Director Potential, Business Acumen, Drive for Results, Building Relationships, Self-Motivation, Director Judgment

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least 12 months.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II).

PART II: A structured interview including a writing project weighted 60%. The interview will assess Professional/Technical Knowledge, Supervisory Skills, Operational Acumen, Written Communication, and Oral Communication.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list. Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone. |
| **Special Information** | TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS: An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at: http://hr.lacounty.gov. Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website: http://service.shl.com/shlondemandcandidates/index.php?action=showEntry&data=1444. While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary. |
| **Vacancy Information** | The resulting eligible list will be used to fill vacancies throughout the County. |
| **Eligibility Information** | The names of candidates receiving a passing grade in the examination will be placed on the eligible list for a period of six (6) months following the date of the first promulgation. |

Available Shift	Any
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam: • Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. • Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.
County of Los Angeles Information	**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:** COUNTY OF LOS ANGELES BULLETIN INFORMATION **OR** Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section. **Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will make reasonable accommodations.
Application and Filing Information	APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED. INSTRUCTIONS FOR FILING ONLINE: Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application by the time filing closes. All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Please fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Please provide any relevant education, training, and experience in the spaces provided so your qualifications can be evaluated. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week,

description of work performed, and salary earned. Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Department Contact Name	Jeremiah McFarland
Department Contact Phone	213-738-2084
Department Contact Email	jmcfarland@hr.lacounty.gov
ADA Coordinator Phone	213-738-2037
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922

Bulletin Number	44861BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	GEOGRAPHIC INFORMATION SYSTEMS MANAGER II
Exam Number	R4418A
Filing Type	Standard
Filing Start Date	09-Oct-2014
Filing End Date	23-Oct-2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	8459.52
Salary Maximum	12804.18
Special Salary Information	**Management Appraisal of Performance Plan (MAPP):** This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Position/Program Information	Manages a division or section responsible for providing geographic information systems (GIS) products and services including the development and maintenance of GIS applications, tools, and databases to meet departmental or County-wide operational and decision-support needs; serves as expert to departmental managers on the uses to GIS technologies to enhance business efficiencies.
Essential Job Functions	Performs spatial analyses such as buffering, spatial overlays and distance calculations using established methods and procedures. Writes reports and prepares custom maps and other GIS products. Plans, organizes, controls, integrates and evaluates the work of the assigned division or section; with staff, develops, implements and monitors work plans to achieve goals and objectives. Develops or contributes to development of the division/section budget and monitors expenditures against budget; participates in the development, implementation and evaluation of departmental goals and objectives. Serves as a technical expert to departmental managers and advises on the design and uses of GIS technologies and products that will enhance business processes and support for decision and policy making. Supervises and oversees development, implementation and evaluation of programs, work processes, systems, policies and procedures to achieve annual goals, objectives

and work standards.

Meets with customers to establish project and assignment priorities; works with users to identify specific requirements for projects and products to meet their needs; develops billing cost estimates for customer product and service requests.

Manages the design, development, enhancement and delivery of GIS products and services to meet on-going and ad-hoc business and information needs; manages development and maintenance of geospatial data layers and databases; manages and may participate in the design and development of GIS applications and tools to automate processes and facilitate analyses and reporting.

Reviews the work of staff to ensure requirements and standards have been met; reviews GIS products for accuracy, completeness and aesthetics and for compliance with customer requirements.

Coordinates the delivery of services and sharing of data with other departments and outside entities.

Oversees or performs complex technical work associated with projects and on-going assignments; researches alternatives and recommends appropriate, cost effective technology solutions.

Works with departmental customers and central agency staff in planning, design, development, configuration, testing, implementation and maintenance of large-scale GIS applications and web portals, backend processing modules and associated data layers and databases.

Oversees and participates in the design, development, integration and maintenance of GIS database architectures, data layers and databases; performs highly complex analytical projects, including spatial and other analyses and forecast modeling; writes reports and prepares complex maps and other GIS products.

Analyzes, researches, develops, implements and maintains processes for enhancing the utilization of GIS technologies and solutions to support department/County business requirements and GIS initiatives.

Stays abreast of new and emerging GIS and data management technologies and participates in evaluating and recommending on their potential and compatibility with County GIS needs and technology environment.

Analyzes and evaluates technology solutions to ensure their consistency and integration with County technology standards; participates in developing enterprise GIS policies, standards and procedures.

Prepares and evaluates proposals, bids, contracts and service agreements for GIS software, equipment and consulting services or participates in doing so; may administer contracts.

Guides and mentors other GIS professionals; develops training materials and conducts training for GIS professionals; serves as an expert resource and provides advice to

other departments or agencies on complex technical GIS issues.

May serve on steering committees and advisory groups to foster cooperation and ensure consistent practices for storage and sharing of geospatial data.

May conduct technical training for GIS staff and other users on the uses and operations of GIS systems and databases.

Requirements

MINIMUM REQUIREMENTS:

Option 1

Two years of experience supervising and managing a section comprised of professional and technical staff engaged in building and maintaining GIS databases and layers and producing timely, accurate and cost effective GIS products and services to meet the operational needs of departments and informational needs of other customers at the level of Los Angeles County GIS Manager I*.

Option 2

Five years of progressively responsible experience leading complex GIS application and database projects and analytical assignments to meet broad scale business, information and decision-support requirements; two years must be at the level of Los Angeles County GIS Specialist**.

Option 3

A Bachelor's degree from an accredited college or university*** with a major in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - at least seven years of experience in the uses and operations of geographic information systems, including at least three years of experience performing complex GIS application and database projects and highly complex analytical assignments to meet broad scale business, information and decision-support requirements. An advanced degree in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems may be substituted for two years of the required experience.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

* Experience at the level of GIS Manager I is described as managing a section responsible for developing and maintaining geospatial data layers and databases and provides geographic information systems (GIS) products and services to meet departmental operational requirements and customer needs; serves as technical resource for departmental managers on the uses of GIS technologies for enhanced business efficiencies.

**Experience at the level of GIS Specialist is described as functioning as technical expert and serving as project manager and/or technical team lead in design, development, testing, implementation and maintenance of large-scale County-wide and/or departmental Geographic Information Systems (GIS) applications, tools, backend

processing modules and associated data layers and databases.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. EXPERIENCE PERFORMING DUTIES THAT APPLICANTS BELIEVE ARE INCONSISTENT WITH THEIR OFFICIAL PAYROLL TITLE WILL BE EVALUATED FOR THIS EXAMINATION; ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Withhold Information

Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS. THEREFORE, THEIR APPLICATIONS WILL NOT BE ACCEPTED

Accreditation Information	***Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. AICE).
Examination Content	This examination will consist of two (2) parts: PART I: A computerized written test weighted 40% covering Director Potential, Business Acumen, Drive for Results, Building Relationships, Self-Motivation, Director Judgment Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred. This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you

may not be allowed to re-take any identical test parts for at least 12 months.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II).

PART II: A structured interview including a writing project weighted 60%. The interview will assess Professional/Technical Knowledge, Supervisory Skills, Operational Acumen, Leadership and Management, Written Communication, and Oral Communication.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list. Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS: An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at: http://hr.lacounty.gov. Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

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Vacancy Information

The resulting eligible list will be used to fill vacancies throughout the County.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible list for a period of six (6) months following the date of the first promulgation.

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:
• Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
• Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

County of Los Angeles Information	**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:** [COUNTY OF LOS ANGELES BULLETIN INFORMATION](#) **OR** Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section. **Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will make reasonable accommodations.
Application and Filing Information	APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED. INSTRUCTIONS FOR FILING ONLINE: Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application by the time filing closes. All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Please fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Please provide any relevant education, training, and experience in the spaces provided so your qualifications can be evaluated. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.
Department Contact Name	Jeremiah McFarland
Department Contact Phone	213-738-2084
Department Contact Email	jmcfarland@hr.lacounty.gov
ADA Coordinator Phone	213-738-2037

Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922

Bulletin Number	44850BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST
Exam Number	R4416A
Filing Type	Standard
Filing Start Date	09-Oct-2014
Filing End Date	23-Oct-2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	8109.28
Salary Maximum	10636.10
Position/Program Information	Functions as technical expert and serves as project manager and/or technical team lead in design, development, testing, implementation and maintenance of large-scale County-wide and/or departmental Geographic Information Systems (GIS) applications, tools, backend processing modules and associated data layers and databases.
Essential Job Functions	Meets with customers to analyze business and operational processes; develops clearly articulated business and functional requirements and creates design for GIS technology solutions.

Develops specifications; defines data requirements, data sources and design logic; leads and participates in research and evaluation of alternative methods and approaches.

Designs and develops county-wide cartographic standards for use by lower level and County-wide GIS staff.

Recommends appropriate solutions and implementation strategies based on needs, requirements and resources and ensures consideration of best practices in the development of conceptual proposals for technology solutions.

Working with project/team members, designs, develops, configures, tests, implements and maintains large-scale GIS applications and web portals, backend processing modules and associated data layers and databases.

Using standard project management methodologies, tools and techniques, provides project and technical leadership in: defining project objectives, scope of work, budget/cost breakdowns, schedules and critical path/project milestones; estimates team resource requirements;

assigns, monitors and manages the completion of project tasks to meet time, quality and cost expectations.

Manages project change control processes; reviews project deliverables and ensures sound quality assurance processes are followed.

Meets with internal and external customers to communicate project status and to resolve development/implementation problems and bottlenecks; facilitates and participates in the resolution of complex technical issues; prepares reports on project progress, identified technical problems or budget/cost change issues.

Analyzes, develops, implements and maintains processes for enhancing the utilization of GIS technologies and solutions to support department/County business requirements and GIS initiatives.

Participates in preparing and evaluating requests for proposals, bids, contracts and service agreements for GIS software, equipment and consulting services; Administer contracts as needed.

Participates in performing complex technical work associated with projects; researches alternatives and recommends appropriate, cost effective technology solutions for the architecture and design of large-scale GIS applications and databases.

Participates in the design, development, integration and maintenance of GIS database architectures, data layers and databases; conducts and resolves complex data validity issues; manages the creation and maintenance of enterprise GIS data repositories.

Serve as a project leader for complex GIS development and maintenance projects as needed; monitors and reports on progress; meets with internal and external customers to review project status and resolve development/implementation issues.

Manages highly complex analytical projects, including spatial and other analyses and forecast modeling; writes reports and prepares complex maps and other GIS products.

Performs highly complex analytical projects with departmental and county-wide scope, and develops analytical framework for lower level staff to follow.

Creates, edits, and imports complex, interrelated spatial data to create and maintain enterprise GIS data repositories.

Develops geospatial data structures to model complex, interrelated geographic features that are used by lower level staff to create and maintain enterprise GIS data.

Performs application, database and system administration functions; establishes security protocols and privileges; monitors and tunes database performance; establishes and maintains database backup and recovery processes; monitors server performance and utilization.

Writes complex queries and scripts to automate highly complex tasks; identifies database discrepancies and automates routines to make corrections to improve database quality.

Requirements	*MINIMUM REQUIREMENTS:*

Option 1

Two years of experience at the level of Principal Geographic Information Systems Analyst* performing complex GIS application and database projects and analytical assignments to meet departmental/ County-wide business, information and decision-support requirements.

Option 2

A Bachelor's degree from an accredited college or university* with a major in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - seven years of experience in the uses and operations of geographic information systems, including at least two years of experience performing complex GIS application and database projects and highly complex analytical assignments to meet broad scale business, information and decision-support requirements. An advanced degree in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems may be substituted for two years of the required experience.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

* Experience at the level of Principal Geographic Information Systems Analyst is described as performing highly complex professional duties in support of County and departmental GIS databases and geographic information systems capabilities; participates and may serve as project lead in design, testing, implementation and maintenance of large-scale GIS applications, tools and associated databases; participates in the evaluation of GIS technologies and solutions and the development of GIS policies, standards and procedures.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. EXPERIENCE PERFORMING DUTIES THAT APPLICANTS BELIEVE ARE INCONSISTENT WITH THEIR OFFICIAL PAYROLL TITLE WILL BE EVALUATED FOR THIS EXAMINATION; ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Utilizing verbiage from class specifications and minimum requirements

serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Withhold Information

Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS. THEREFORE, THEIR APPLICATIONS WILL NOT BE ACCEPTED.

Accreditation Information

**Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the

Association of International Credential Evaluators, Inc. (AICE).

In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

Examination Content

This examination will consist of two (2) parts:

PART I: A written test weighted 50% that contains both computerized and paper-and pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression, Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new

examination and you may not be allowed to re-take any identical test parts for at least 12 months.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II).

PART II: A structured interview weighted 50%. The interview will assess Professional/Technical Knowledge, Project Management, Oral Communication, and Work Habits.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list. Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

Special Information	TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS: An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at: http://hr.lacounty.gov. Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."
	You can also access practice tests for the computerized version of the test by going to the following website: http://service.shl.com/shl-ondemandcandidates/index.php?action=showEntry&data=1444. While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.
Vacancy Information	The resulting eligible list will be used to fill vacancies throughout the County.
Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible list for a period of six (6) months following the date of the first promulgation.
Available Shift	Any
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.
	Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam: • Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in

service since leaving the classified service.

• Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

County of Los Angeles Information	**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:** [COUNTY OF LOS ANGELES BULLETIN INFORMATION](#) **OR** Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section. **Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will make reasonable accommodations.
Application and Filing Information	APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED. INSTRUCTIONS FOR FILING ONLINE: Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application by the time filing closes. All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Please fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Please provide any relevant education, training, and experience in the spaces provided so your qualifications can be evaluated. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.
Department Contact Name	Jeremiah McFarland
Department Contact Phone	213-738-2084
Department	

Contact Email	jmcfarland@hr.lacounty.gov
ADA Coordinator Phone	213-738-2037
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922

Bulletin Number	44818BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I
Exam Number	R4419A
Filing Type	Standard
Filing Start Date	09-Oct-2014
Filing End Date	23-Oct-2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4576.74
Salary Maximum	5685.36
Position/Program Information	Under close supervision, performs a variety of routine technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; uses standard GIS tools and generates standard GIS products.
Essential Job Functions	Uses forms and drop down menus to enter data in GIS databases; follows established procedures to select map data and objects to populate database tables and attributes. Reviews and makes routine interpretations of data sources and uses basic GIS software functions to enter, edit and update GIS spatial data, including points, lines and polygons, and attribute data into databases or layers, following standard procedures. Researches standard source documents such as track maps, parcel maps, cadastral maps, legal descriptions, permits, as-built drawings and other records to verify the accuracy and completeness of data prior to input; uses standard scripts and queries to search for and correct missing, incomplete or inaccurate spatial and attribute data. Following established and detailed procedures, enters parameters and generates standard GIS products including maps, shape files, graphics, tables and reports to meet specific customer requirements; researches and responds to customer requests for information. Following established procedures, uses GIS software to geo-reference digital maps to align with real ground locations based on applicable data. Ensures the accuracy and completeness of data and adherence with established procedures, prior to submitting own work. Operates GIS-specific hardware including large format plotters and scanners.
Requirements	**MINIMUM REQUIREMENTS** **Option 1** An Associate's degree from an accredited college or university* in geographic information systems, GIScience, geography or a closely related field requiring at least 18 semester units of equivalent coursework in geographic information systems –AND- six months of full time technical experience in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases. Successful completion of a recognized GIS certificate program requiring at least 18 semester units of coursework may be substituted for the required Associate's degree. **Option 2**

A Bachelor's degree from an accredited college or university* with a major in geographic information systems, GIScience, geography or a closely related field requiring equivalent coursework in geographic information systems.
Option 3
Three years of full time technical experience primarily engaged in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases, in the service of the County of Los Angeles.

Physical Class	**Physical Class II –** Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. EXPERIENCE PERFORMING DUTIES THAT APPLICANTS BELIEVE ARE INCONSISTENT WITH THEIR OFFICIAL PAYROLL TITLE WILL BE EVALUATED FOR THIS EXAMINATION; ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

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Withhold Information

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APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS. THEREFORE, THEIR APPLICATIONS WILL NOT BE ACCEPTED.

Accreditation Information	*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE). In order to receive credit for the required degree, you must include a legible copy of the

official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

Examination Content

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Vacancy Information

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Eligibility Information

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Available Shift Any

Job Opportunity Information

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service since leaving the classified service.

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County of Los Angeles Information

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COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

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Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application by the time filing closes. All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Please fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Please provide any relevant education, training, and experience in the spaces provided so your qualifications can be evaluated. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Department Contact Name

Jeremiah McFarland

Department

213-738-2084

Contact Phone	
Department Contact Email	jmcfarland@hr.lacounty.gov
ADA Coordinator Phone	213-738-2037
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922

Bulletin Number	44824BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN II
Exam Number	R4411A
Filing Type	Standard
Filing Start Date	09-Oct-2014
Filing End Date	23-Oct-2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4832.00
Salary Maximum	6002.82
Position/Program Information	Under general supervision, performs a variety of routine to moderately difficult technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; uses standard GIS tools and generates standard GIS products; performs quality control reviews of the work performed by other GIS Technicians, serves as a technical resource to lower level technicians and may provide work guidance and direction.
Essential Job Functions	Uses forms and drop down menus to enter data in GIS databases; follows established procedures to select map data and objects to populate database tables and attributes.
	Reviews and interprets data sources and uses standard GIS software functions to enter, edit and update GIS spatial data, including points, lines and polygons, and attribute data into databases or layers, following standard procedures.
	Researches source documents such as track maps, parcel maps, cadastral maps, legal descriptions, permits, as-built drawings and other records to verify the accuracy and completeness of data prior to input; uses standard scripts and queries to search for and correct missing, incomplete or inaccurate spatial and attribute data.
	Following established procedures, enters parameters and generates standard GIS products including maps, shape files, graphics, tables and reports; generates and exports new geodatabase layers for use by internal and external customers; generates custom maps of routine to moderate complexity to meet specific customer requirements; researches and responds to customer requests for information.
	Following established procedures, uses GIS software to geo-reference digital maps to align with real ground locations based on applicable data; uses coordinate geometry to draft parcels, easements, boundaries and other features.
	Performs quality-control checks of own work or work performed by other GIS Technicians to ensure accuracy and completeness of data and adherence with established polices, procedures and other mandates applicable to areas of assignment and appropriate formatting of GIS products to meet customer requirements.

Operates GIS-specific hardware including large format plotters and scanners.

Convert spatial data from one coordinate system to another as needed; Convert maps into standard non-GIS formats such as pdf as needed.

Collect field data using a GPS or other equipment as needed.

Serves as a technical resource to other staff and provide lead work direction, guidance and training as needed.

Requirements	*MINIMUM REQUIREMENTS:*

Option 1

An Associate's degree from an accredited college or university* in geographic information systems, GIScience, geography or a closely related field requiring at least 18 semester units of equivalent coursework in geographic information systems - AND - six months of full time technical experience in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases.

Successful completion of a recognized GIS certificate program from an accredited college or university requiring at least 18 semester units of coursework may be substituted for the required Associate's degree.

Option 2

A Bachelor's degree from an accredited college or university with a major in geographic information systems, GIScience, geography or a closely related field requiring equivalent coursework in geographic information systems.

Option 3

One year of full time experience, at the level of Los Angeles County GIS Technician I**, in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases.

Physical Class	**Physical Class II –** Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	** Experience at the level of Geographic Information Systems Technician I is described as a variety of routine technical duties, under close supervision, maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; uses standard GIS tools and generates standard GIS products.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. EXPERIENCE PERFORMING DUTIES THAT APPLICANTS BELIEVE ARE INCONSISTENT WITH THEIR OFFICIAL PAYROLL TITLE WILL BE EVALUATED FOR THIS EXAMINATION; ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO

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Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Withhold Information

Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS. THEREFORE, THEIR APPLICATIONS WILL NOT BE ACCEPTED.

Accreditation Information

*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

Examination Content

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression, Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least 12 months.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Candidates must achieve a passing score of 70% or higher on the examination in order

to be placed on the eligible list. Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

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Vacancy Information

The resulting eligible list will be used to fill vacancies throughout the County.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible list for a period of six (6) months following the date of the first promulgation.

Available Shift

Any

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:
• Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
• Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with

Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

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Please fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Please provide any relevant education, training, and experience in the spaces provided so your qualifications can be evaluated. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Department Contact Name	Jeremiah McFarland
Department Contact Phone	213-738-2084
Department Contact Email	jmcfarland@hr.lacounty.gov
ADA Coordinator Phone	213-738-2037
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922

Bulletin Number	44842BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	PRINCIPAL GEOGRAPHIC INFORMATION SYSTEMS ANALYST
Exam Number	R4415A
Filing Type	Standard
Filing Start Date	09-Oct-2014
Filing End Date	23-Oct-2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	7045.56
Salary Maximum	9241.00
Position/Program Information	Performs highly complex professional duties in support of County and departmental GIS databases and geographic information systems capabilities; participates and may serve as project lead in design, testing, implementation and maintenance of large-scale GIS applications, tools and associated databases; participates in the evaluation of GIS technologies and solutions and the development of GIS policies, standards and procedures.
Essential Job Functions	Meets with customers to define business and functional requirements to ensure applications and work products meet customer needs; works with departmental customers and central agency staff in the planning, design, development, configuration, testing, implementation and maintenance of large-scale GIS applications and web portals and associated backend processing modules. Creates customized tools and menus for new and existing applications; develops logic and writes programs, using applicable development tools and programming languages. Designs and develops complex cartographic representations of GIS data to complete complex mapping tasks in support of customer needs. Develops map services and performs site configurations for departmental users. Designs and develops complex cartographic representations of GIS data to complete complex mapping tasks in support of customer needs; designs and develops cartographic standards for use by lower level staff. Designs and develops cartographic standards for use by lower level staff. Participates in the design, development and integration of GIS database architectures, naming conventions and standards; identifies data requirements and multi-agency data sources; develops data models and logical database designs for geospatial and other data. Writes complex queries and scripts to automate repetitive but complex tasks; identifies

database discrepancies and automates routines to make corrections to improve database quality.

Creates, edits, imports and manages spatial data to create and maintain enterprise GIS data repositories.

Creates complex, customized tools and menus for new and existing applications; designs, develops, configures, tests, and implements logic and writes programs for complex applications and programs, using applicable development tools and programming languages.

Coordinates the exchange of large scale data sets with other agencies and the integration and migration of data from multiple internal and external sources; analyzes data security issues and establishes applicable security systems, protocols and privileges.

Converts complex addresses into GIS formats making advanced uses of geocoding routines; designs, develops and implements complex geocoding and fuzzy matching data scripts, algorithms and procedures to achieve a high degree of data accuracy.

Analyzes complex and highly detailed underlying data and systems processes to develop solutions for the integration and interoperability of GIS applications designed for a variety of purposes.

Performs highly complex analytical projects, including spatial and other analyses; writes reports and prepares complex maps and other GIS products.

Performs database and systems administration functions; establishes security protocols and privileges; monitors and tunes database performance; establishes and maintains database backup and recovery processes; monitors server performance and utilization; installs or oversees the installation of software patches and updates; performs software license management functions.

Participates in research and evaluation of new and emerging GIS and data management technologies to evaluate their potential and compatibility with County GIS needs and technology environment; analyzes and evaluates technology solutions to ensure their consistency and integration with County technology standards; participates in developing enterprise GIS policies, standards and procedures.

Participates in preparing and evaluating requests for proposals, bids, contracts and service agreements for GIS software, equipment and consulting services; administer and oversee work performed by contractors as needed to ensure County requirements are met within contract terms.

Requirements

MINIMUM REQUIREMENTS:

Option 1

Two years of experience at the level of Los Angeles County Senior Geographic Information Analyst* performing GIS data analysis, database maintenance and/or GIS application development projects and assignments.

Option 2

A Bachelor's degree from an accredited college or university** with a major in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - at least five years of experience in the uses and operations of geographic information systems, including at least two years of experience performing GIS data analysis, database management and/or GIS web application development projects and assignments. An

advanced degree in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems may be substituted for two years of the required experience.

Physical Class	**Physical Class II –** Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	* Experience at the level of Senior Geographic Information Analyst is described as performing complex professional duties in support of County and departmental GIS databases and geographic information systems capabilities; imports, integrates, extracts and analyzes data for a variety of decision support purposes; develops trend analysis and forecasting models; designs, develops and maintains data layers and data sets.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. EXPERIENCE PERFORMING DUTIES THAT APPLICANTS BELIEVE ARE INCONSISTENT WITH THEIR OFFICIAL PAYROLL TITLE WILL BE EVALUATED FOR THIS EXAMINATION; ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Withhold Information

Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS. THEREFORE, THEIR APPLICATIONS WILL NOT BE ACCEPTED.

Accreditation Information	**Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the

Association of International Credential Evaluators, Inc. (AICE).

In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

Examination Content

This examination will consist of two (2) parts:

PART I: A written test weighted 50% that contains both computerized and paper-and pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression, Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least 12 months.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II).

PART II: A structured interview weighted 50%. The interview will assess Professional/Technical Knowledge, Project Management, Oral Communication, and Work Habits.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list. Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

Special Information

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Vacancy Information

The resulting eligible list will be used to fill vacancies throughout the County.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible list for a period of six (6) months following the date of the first promulgation.

Available Shift   Any

Job Opportunity Information

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• Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

County of Los Angeles Information

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The County will make reasonable accommodations.

Application and Filing Information	APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

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ADA Coordinator Phone	213-738-2037
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922

Bulletin Number	44835BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	SENIOR GEOGRAPHIC INFORMATION SYSTEMS ANALYST
Exam Number	R4414A
Filing Type	Standard
Filing Start Date	09-Oct-2014
Filing End Date	23-Oct-2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	6275.28
Salary Maximum	7795.82
Position/Program Information	Performs complex professional duties in support of County and departmental GIS databases and geographic information systems capabilities; imports, integrates, extracts and analyzes data for a variety of decision support purposes; develops trend analysis and forecasting models; designs, develops and maintains data layers and data sets.
Essential Job Functions	Meets with customers to define data needs and requirements in order to ensure work products meet business needs at the customer, community, service area, regional or County-wide level. Meets with departmental staff to identify and analyze user requirements for GIS applications; works with internal customers and central agency staff in the planning, design, development, testing and implementation of large-scale GIS applications and web portals. Coordinates the production and distribution of GIS products; creates geocoding services; monitors geoprocessing steps and performs quality control checks on results; creates highly customized maps and other products. Develops and implements complex queries to filter data and simple scripts to automate standard tasks that may be used by GIS Technicians and Analysts. Uses software and tools to integrate multiple specialized databases and layers from a variety of sources, including aerial photography, for analytical purposes. Converts non-GIS formats into usable GIS data to support terrain, topographic, hydrologic or time-sequenced event analyses; Converts addresses into GIS formats using geocoding routines and resolves address errors, and update geocoding algorithms to improve geocoding accuracy as needed.

Uses demographic information to provide geographic breakdowns of populations of interest, developing reports, maps and other analyses to create a concise visual or graphic representation of complex information and ideas.

Uses complex GIS-based and other forecasting models to analyze a variety of interdependent variables including geospatial and other data.

Creates customized tools and menus for new and existing applications; develops logic and writes programs, using applicable development tools and programming languages.

Researches and analyzes historical trends and patterns; models scenarios; compares previous projections to actual trends and evaluates the cause of differences; presents results of analysis in chart, table, map and/or narrative format.

Reviews data requirements and develops and maintains appropriate data sets for purpose of analysis; maintains quality control on large scale data sets; loads and updates data in GIS data repositories.

Researches and validates the accuracy of data; coordinates the resolution of database problems with others; works with other agencies to import/export multiple data layers using sound change control procedures.

Writes reports suitable for both technical and non-technical audiences to communicate the results of spatial analyses performed to support decision and policy making.

Serve as the departmental business analyst/project leader for application development projects as needed; independently maintain and/or develop GIS applications of moderate size and complexity as needed; manages simple project timelines and reports status of tasks to supervisors to ensure task completion within established timeframes.

Assists in preparing requests for proposals, bids, contracts and service agreements for GIS software, equipment and consulting services.

Operates, maintains, troubleshoots and supports specialized GIS equipment such as large format printers and scanners.

Serves as a technical resource for other GIS staff; lead a small team of lower level GIS staff as needed; trains and mentors GIS staff members.

Requirements

MINIMUM REQUIREMENTS:

Option 1

Two years of experience, at the level of Los Angeles County Geographic Information Systems Analyst*, maintaining the accuracy and quality of GIS database information and providing products and services, such as custom and standard maps, shape files, graphics, tables and spatial analyses, to support County or departmental functions, processes and analytical requirements.

Option 2

A Bachelor's degree from an accredited college or university** with a major in geographic information systems, GIScience, geography or a closely related field that

required equivalent coursework in geographic information systems - AND - at least three years of experience in the uses and operations of geographic information systems.

Option 3

A Master's degree from an accredited college or university** in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - one year of experience in the uses and operations of geographic information systems. Successful completion of a GIS internship may be substituted for a portion of the required experience.

Physical Class	**Physical Class II –** Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	* Experience at the level of Geographic Systems Analyst is described as performing a variety of professional duties in support of County and departmental geographic information systems (GIS) databases and GIS capabilities; generates custom and standard maps, spatial analyses and other GIS products to meet customer requirements; utilizes GIS tools and utilities to convert data to GIS formats and performs data quality checking and correction.

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Withhold Information

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| **Accreditation** | **Accreditation: Accredited institutions are those listed in the publications of regional, |

Information	national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the

Association of International Credential Evaluators, Inc. (AICE).

In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process. |
| **Examination Content** | This examination will consist of two (2) parts:

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Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II).

PART II: A structured interview weighted 40%. The interview will assess Professional/Technical Knowledge, Oral Communication, and Work Habits. |

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Vacancy Information

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Eligibility Information

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Available Shift

Any

Job Opportunity Information

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The County will make reasonable accommodations.

Application and Filing Information	APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED. INSTRUCTIONS FOR FILING ONLINE: Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application by the time filing closes. All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Please fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Please provide any relevant education, training, and experience in the spaces provided so your qualifications can be evaluated. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.
Department Contact Name	Jeremiah McFarland
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California Relay Services Phone	800-735-2922

Bulletin Number	44827BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	SUPERVISING GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN
Exam Number	R4412A
Filing Type	Standard
Filing Start Date	09-Oct-2014
Filing End Date	23-Oct-2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	5492.64
Salary Maximum	6823.36
Position/Program Information	Supervises a unit of GIS Technicians engaged in performing a variety of routine to moderately difficult technical duties in maintaining and supporting County and departmental GIS databases and geographic information systems; serves as a technical resource for staff and handles the resolution of customer requests, issues and problems.
Essential Job Functions	Plans, organizes, assigns, and evaluates the work of a unit of GIS Technicians; coordinates and monitors the completion of work assignments and projects to meet established deadlines and schedules and quality standards.
	Provides full administrative and technical supervision of staff including approving time off, evaluation of performance and takes or recommends disciplinary action in accordance with County policies, up to and including termination.
	Participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards.
	Conducts staff training; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching, monitoring and measuring the overall success of the unit.
	Plans and uses spatial analyses and query results to review and compare data to ensure accuracy and completeness of work performed by staff; reviews GIS maps and other products completed by staff to ensure accuracy and conformance with customer requests and other requirements; coordinates work activities and completed results with other divisions, departments and outside entities.
	Meets with internal and external customers to identify needs and requirements for data and/or other GIS products; coordinates the exchange of data sets with other entities

where appropriate; prepares billing estimates for requested products and services.

Researches and responds to customer requests for information and resolves customer issues, problems and complaints.

Maintains reports of unit work activities and prepares production and other reports; participates in developing policies, procedures and standards applicable to unit work activities.

Performs technical GIS duties; identifies, researches and resolves technical issues and conflicts in data and makes data corrections; creates standard queries to extract and compile data and produce analytical work products; enters parameters and generates GIS products including maps, shape files, graphics, tables and reports.

Performs standard spatial analyses such as buffering, spatial overlays and distance calculations using established methods and procedures.

Operates and provides instruction on the operations of GIS-specific hardware including large format plotters and scanners.

Serve on committees and advisory groups as needed to foster cooperation and ensure consistent practices for storage and sharing of geospatial data.

Requirements	*MINIMUM REQUIREMENTS:*

Option 1

Three years of experience using standard GIS tools and utilities to enter and correct data in GIS databases and provide other technical support for GIS systems at the level of Los Angeles County Geographic Information Systems Technician II*.

Option 2
An Associate's degree from an accredited college or university** in geographic information system or in a field requiring at least 18 semester units of equivalent coursework in GIS - AND - four years of technical experience in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases, including at least six months of experience involving project coordination and/or leadership.

Successful completion of a recognized GIS certificate program from an accredited college or university requiring at least 18 semester units may be substituted for the required Associate's degree.

Physical Class	**Physical Class II –** Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	*Experience at the level of Geographic Information Systems Technician II is described as performing a variety of routine to moderately difficult technical duties, under general supervision, maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; uses standard GIS tools and generates

standard GIS products; performs quality control reviews of the work performed by other GIS Technicians, serves as a technical resource to lower level technicians and may provide work guidance and direction.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. EXPERIENCE PERFORMING DUTIES THAT APPLICANTS BELIEVE ARE INCONSISTENT WITH THEIR OFFICIAL PAYROLL TITLE WILL BE EVALUATED FOR THIS EXAMINATION; ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Withhold Information

Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS. THEREFORE, THEIR APPLICATIONS WILL NOT BE ACCEPTED.

Accreditation Information

**Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the

Association of International Credential Evaluators, Inc. AICE).

In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

Examination Content

This examination will consist of two (2) parts:

PART I: A written test weighted 60% that contains both computerized and paper-and pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression,

Deductive Reasoning, Management Potential, Thoroughness, Reliability, Achievement, Innovation, and Influence

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least 12 months.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II).

PART II: A structured interview weighted 40%. The interview will assess Professional/Technical Knowledge, Supervisory Skills, Oral Communication, and Work Habits.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list. Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:
An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at: http://hr.lacounty.gov. Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website: http://service.shl.com/shl-on-demandcandidates/index.php?action=showEntry&data=1444. While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The resulting eligible list will be used to fill vacancies throughout the County.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible list for a period of six (6) months following the date of the first promulgation.

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

• Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.

• Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:
Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application by the time filing closes. All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Please fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Please provide any relevant education, training, and experience in the spaces provided so your qualifications can be evaluated. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

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